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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Accounting System for Insurance Program

REFERENCES : Your Memorandum of 9 July 1955 and Memorandum from this Office to You, dated 1 August 1955

1. The completion of our final recommendations for changes and improvements in the accounting system for the Insurance Program has been temporarily delayed.

2. Prior to the time this Office undertook the review of the accounting system for the Insurance Program the Agency, based upon a study by the Management Staff, placed an order for a National Cash Register Posting and Distribution Machine to be used for the recordation and posting of all premium payments by employees. It is expected that this machine, which is custom designed for the specific contemplated use, will be delivered in the near future. In view of this commitment, the development of detailed accounting procedure recommendations for the Insurance Branch has been deferred in part pending availability of specific information as to the detailed procedures contemplated under the machine operation. The submission of detailed recommendations also has been delayed because of the appointment of a new Chief of the Insurance Branch who, based upon his previous related experience, has expressed an interest in participating in the development of detailed recommendations. Since he will complete his training about 28 October, 31 December 1955 has been established as the current target date for completion of the report of recommendations relative to this project.

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E. R. SANDERS
Comptroller

Declass. No. <u>18</u>
No Change in Class. <input type="checkbox"/>
<input checked="" type="checkbox"/> Declassified
Class. Changed to: TS S C
Next Review Date: _____
Auth: <u>12-18-78</u>
Date: <u>12-18-78</u> By: <u>30</u>